

## COMMUNITY APPEARANCE SUPERVISOR - 2041

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical work supervising and participating in all landscaping activities and the operation and maintenance of the cemetery; does related work as required. Work is performed under general supervision. Supervision is exercised over assigned personnel.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

#### **Overseeing and participating in the Community Appearance Program and maintenance of the cemetery; preparing and maintaining records and files.**

Supervises the community appearance program and cemetery operations; prepares and administers budget; maintains records; completes work orders; purchases trees, plants, shrubs, and flowers;

Receives and processes burial permits; checks lots; locates grave sites;

Handles cemetery complaints and inquiries;

Assigns work to subordinates; supervises and inspects work of crews;

Inspects cemeteries, parking lots, and garden spots for damage and takes remedial action;

Schedules maintenance of plants and turf areas;

Assists with mowing, trimming, leaf removal, mulching, spraying, and related maintenance activities;

Designs and installs shrub beds and flower beds; supervises pruning and fertilization activities; applies fertilizer and pesticides;

Orders plants, shrubs, flowers, equipment, materials and supplies necessary for completion of tasks;

Performs related tasks as required.

### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of landscaping practices and methods; thorough knowledge of the techniques and practices of planting, fertilizing, pruning, and maintaining trees, shrubs, flowers, and plants; thorough knowledge of the operation and maintenance of a cemetery and the maintenance of cemetery grounds; general knowledge of clerical and financial records keeping in connection with business operations; ability to plan and supervise staff; ability to perform work outdoors throughout the year; ability to establish and maintain effective working relationships with associates; tact in dealing with the public.

### EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in horticulture and considerable landscaping experience.

### SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina. Pesticide applicator license.